

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号： Announcement No.	USNH-11-06	
		募集締切日： Closing Date	9 May 06	
		発行日： Date of Issue	26 Apr 06	
1.職種名 Job title (等級 Grade 3 / 語学等級 LAD 2) <div style="text-align: center; font-size: 1.2em;">Clerk #42</div> <div style="text-align: center;">(事務職)</div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input checked="" type="checkbox"/> 事務系 Administrative <input type="checkbox"/> 技能系 Blue Collar Trade <input type="checkbox"/> 保安系 Security <input type="checkbox"/> 医療系 Medical </div>		募集人数 No. of Recruitment <div style="text-align: center; font-size: 1.5em;">1 名</div>	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant	
2.部隊 Activity U.S. Naval Hospital, Yokosuka, Japan (USNH) Directorate for Health Care Services, Senior Nursing Executive Associated Directorate for Acute Perioperative Care 勤務場所 Working Place: 横須賀市 泊町 Tomaricho, Yokosuka		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input checked="" type="checkbox"/> 限定 Limited Term (4 カ月 Months)		
3.勤務時間 Work Schedule (週 40 時間制 hrww) 勤務日 Work Days: Mon - Fri 勤務時間・休憩 Work Hours/Recess Period: 0730-1615 /1130-1215 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel				
6.職務内容 Duties Performs a variety of general clerical and administrative duties in the Office of Emergency Medicine. Performs duties include but are not limited to: Prepares reports from numerous and varied sources requiring the extraction or adaptation of data, consolidation of feeder material, preparation of brief narrative explanations and detailed arithmetical computations; answers telephonic or personal queries and provides information concerning the availability of supervisory personnel, detailed administrative procedures or other information requiring a good working knowledge of the organization and functions; fills out a wide variety of standard or special forms or composes letters to effect administrative actions, requiring a good knowledge or correspondence practices and procedures. May perform other duties such as filing and sorting and routing of mail. Performs other related or incidental duties as assigned.				
7.資格要件／身体条件 Qualification/Physical Requirements a. One year of general work experience OR completion of 2-years junior college/2-years of technical school or 4-year degree in any field. b. Knowledge of customer service concepts and practices. c. Skill in operating personal computer (MS Word, Excel, Outlook). e. Ability to perform general clerical work. d. Ability to speak, read and write English at average proficiency level (LAD 2). e. Ability to speak, read and write Japanese at native language level. Handicapped applicants may be accepted, depending on the degree and kind of disability.				
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional				
学歴 Educational Background : N/A 免許証／修了証 License/Certificate Required : N/A				

8.提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnfj.navy.mil * <input type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form 1) http://hro.cnfj.navy.mil *の記入は Complete* in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12 cm x 23.5 cm) 12 cm x 23.5 cm envelope with Applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is not accepted.)		
問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
担当部署／担当者名 POC 海軍病院人事課 / 坂井 USNH Civilian Personnel Liaison / Ms. Sakai 046-816-8652 (Extension/内線 243-8652)	〒238-0001 神奈川県横須賀市泊町 1 番地、Box 22 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地統合人事部雇用課 (HRO) COMNAVFORJAPAN, HRO Yokosuka JN Employment/Classification Division (N132) 046-816-8152 (内線/Extension 243-8152)	PD No.: USNH-321-003-LT PD is accurate and current. Certified by Activity: ys HRO: ah 4/26

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed.
提出された応募書類はお返ししません Submitted applications will not be returned.